



UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII

**\* VACANCY ANNOUNCEMENT\***  
**NO. 2016-05**

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Position: **OPERATIONS SUPERVISOR**

Terms of Employment: Full-time, Excepted Service permanent appointment

Classification Level: Court Personnel System, CL 27-28  
Table N6 - Hawaii  
Starting salary, dependent on qualifications and court budget  
Grade: CL 27-28, steps 1-61; Salary range: \$54,243 - \$105,688  
*\*Salary noted above includes 12.05% Hawaii Cost of Living Adjustment (COLA).*

Position Location: Office of the Clerk  
United States District Court  
Prince Kuhio Federal Building and U.S. Courthouse  
300 Ala Moana Boulevard  
Honolulu, HI 96850

Closing Date: Position open until filled. Priority consideration for applications received by 5:00pm on July 25, 2016.

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The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time **Operations Supervisor** position.

The Operations Supervisor reports directly to the Chief Deputy and is primarily responsible for the duties and personnel of intake and case administration. The Operations Supervisor performs supervisory work related to the full range of court operational duties and will be primarily responsible for the formulation, implementation, and assessment of operations policies, practices and procedures. The incumbent will provide leadership and direction in various capacities, including but not limited to document receiving, docketing, quality assurance, workload distribution, rule revisions, project management, goal setting, employee development, outreach and statistics. This position involves the application of technical knowledge related to the work being supervised, and professional or supervisory skills related to leading a team of employees to accomplish the work.

**REPRESENTATIVE DUTIES:**

- Supervises subordinate staff. Monitors and reviews the work of subordinate staff ensuring the work is accomplished within established performance standards and priorities.
- Analyzes current operating procedures, best practices from other districts, rules and requirements, and stakeholder interests in order to implement process improvement initiatives.
- Acts as subject matter expert regarding document receiving, filing, docketing and quality assurance; correspondence review and response; customer inquiries and service; operational rules and procedures; administration of bail; records retrieval and archiving; attorney admissions and discipline; operational training; and statistics.
- Assess workflow history and patterns to ensure equity in work distribution according to staffing limitations, adequate coverage, transparency and uniformity in practice, rule and procedural compliance, etc.; manages the flow of work within the unit to ensure accuracy of information procession and retrieval.

- Recommends and facilitates corrective and disciplinary actions, when aware of problematic performance or upon awareness of egregious action by subordinate staff.
- Performs various personnel tasks, including but not limited to the maintenance of staff time and attendance records, interviewing and selecting staff, drafting and facilitating performance reviews, setting performance goals and administering performance improvement plans.
- Perform other related duties or special projects, as assigned.

### **SALARY AND QUALIFICATIONS:**

Starting salary depends on qualifications, experience and court budget. This position is graded under the Court Personnel System.

At the **CL-27** level, applicants must have a minimum of two years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the court, including one year of specialized experience at or equivalent to CL-26.

At the **CL-28** level, applicants must have a minimum of three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the court, including one year of specialized experience at or equivalent to CL-27.

If hired at CL-27, promotional potential to CL-28 upon meeting requirements, successful performance appraisal, and availability of court funding.

### **Minimum Qualifications:**

- Candidate must have a broad knowledge and understanding of policies and procedures of the court, and of the federal and local rules.
- Proven ability to provide leadership in a supportive and encouraging manner. Additionally, must be able to promote positive employee morale.
- Ability to plan, coordinate and schedule work operations and leave schedules.
- Candidates must be able to deal with employees and evaluate performance in a fair and consistent manner.
- Strong computer and analytical skills.
- Excellent organizational and time management skills.
- Ability to exercise sound, independent judgment,
- Excellent customer service skills.
- Ability to interact with a wide variety of people tactfully and courteously.
- Ability and desire to function in a self-directed team based environment.

**Preferred Qualifications:** The selected candidate should be able to work independently in a team-oriented environment. The incumbent should exercise good oral and written communication skills. Proficiency in word processing and web-based environments preferred, and electronic case management and filing (CM/ECF) experience are highly desired.

### **BENEFITS:**

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a

401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

#### **CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Employees of the United States District Court serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to benefits similar to those of other federal government employees. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

#### **APPLICATION PROCESS:**

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit ALL of the following documents in ONE PDF format:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: [www.hid.uscourts.gov](http://www.hid.uscourts.gov) under FORMS and "Miscellaneous;" and
- 4) Three professional references with contact information.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet will disqualify applicant from further consideration.

Due to the volume of applicants, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

Please submit as one PDF via email to: [careers@hid.uscourts.gov](mailto:careers@hid.uscourts.gov) with subject line: *VA 16-05 Ops Supervisor (your name)*.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

*AN EQUAL OPPORTUNITY EMPLOYER*